

businessONLINE Guide

cheque book request

Table of Contents

Cheque book Request.....	2
Cheque book Authorization.....	5

Version 1.0

Cheque book request

(Applicable for Maker and Maker-Authorizer)

How to request a cheque book

Account services > Initiate > cheque book request

Account Number	Account Name	Account Type	Currency	Effective Available ...	Preferred Currency	Effective Available ...	Status	Country
90822504	DUMMY COMPANY	Call Account Retail	EGP	0.00	EGP	0.00	Active	EGYPT
90822501	DUMMY COMPANY	Current Account LCY	EGP	379.83	EGP	379.83	Active	EGYPT
98908225	1029890822502	DUMMY COMPANY	Current Account FCY	EUR	0.00	EGP	0.00	Active
98908225	1029890822503	DUMMY COMPANY	Current Account FCY	USD	(8.38)	EGP	(204.97)	Active
98908225	1029890822505	DUMMY COMPANY	Current Account FCY	AED	0.00	EGP	0.00	Active
98908225	1029890822506	DUMMY DUMMY CO	Current Account FCY	EUR	0.00	EGP	0.00	Active

Click on search icon > Select **Account number**

Cheque Book Request

ACCOUNT DETAILS

Account Number *

Currency: EGP

Bank Country: EGYPT

Account Name: DUMMY COMPANY

Account Type: Current Account LCY

Account Nickname: --

Available Balance: EGP 379.83 on 22-11-2022 at 10:54:57

Select **cheque book Type** > **cheque books required** > **Delivery Mode** > **Contact person number** > **contact person Name** & click on **submit**

CHEQUE BOOK DETAILS

Cheque Book Type*	Standard Cheque	←	Cheque Books Required*	1	←
Delivery Mode*		←	Contact Person Name*	Ahmed	←
Corporate Registered Address		←			
Contact Person Mobile Number*	0100098765	←			
Address DUMMY COMPANY 2 12 الاسكندرية ميدانى عمارة 12 EG NA					

Cancel Clear **Submit**

Review & click on **Confirm**

Review And Confirmation - Cheque Book Request

CHEQUE BOOK DETAILS

Cheque Book Type Standard Cheque	Cheque Books Required 1
Delivery Mode Corporate Registered Address	Contact Person Name Ahmed
Contact Person Mobile Number 0100098765	
Address DUMMY COMPANY 2 12 الاسكندرية ميماسى عمارة EG NA	

Cancel Back

Confirm

Confirmation Pop up Window > click on **close**

Confirmation

TRANSACTION REQUEST INFORMATION

Transaction Reference Number	1112211225441517
Date/Time	22-11-2022 10:58:48
Status	Ready for Authorization
Transaction Type	Cheque Book Request

TRANSACTION INFORMATION

Cheque Book Request has been submitted successfully.

Close Attach Document

(Applicable for Authorizer and Maker/Authorizer)

Account service > Pending Activities

The screenshot shows the 'businessONLINE' interface. The top navigation bar includes 'Home', 'Dashboard', 'Account Services' (highlighted in orange), 'Payments', 'Information Report', and 'Trade'. Below this, there are buttons for 'Initiate' and 'Pending Activities' (highlighted with a red arrow). A dropdown menu is open, showing 'Account Summary', 'Pending Activities' (highlighted with a red arrow), 'External Account Summary', and 'Service Request'. Below the menu, there is a table of account information.

Actions	CIF	Account Number	Account Name	Account Type	Currency	Effective Available ...	Preferred Currency	Effective Available ...	Status	Country
	98908225	0489890822504	DUMMY COMPANY	Call Account Retail	EGP	0.00	EGP	0.00	Active	EGYPT
	98908225	1019890822501	DUMMY COMPANY	Current Account LCY	EGP	379.83	EGP	379.83	Active	EGYPT
	98908225	1029890822502	DUMMY COMPANY	Current Account FCY	EUR	0.00	EGP	0.00	Active	EGYPT

Select cheque book Request & click on **Authorize**

Pending Activities

The screenshot shows the 'Pending Activities' window. It has tabs for 'Transactions', 'Pending Authorization', and 'Rejected Transactions'. The 'Pending Authorization' tab is active, showing a table with columns: Transaction Reference, Transaction Type, Created By, Transaction Initiation date, and Status. A red arrow points to the first row, which is a 'Cheque Book Request' transaction created by 'Engy Ahmed' on '22-11-2022 10:58:46', with a status of 'Ready for Authorization'. At the bottom right, there are 'Reject' and 'Authorize' buttons, with a red arrow pointing to the 'Authorize' button.

<input checked="" type="checkbox"/>	Transaction Reference	Transaction Type	Created By	Transaction Initiation date	Status
<input checked="" type="checkbox"/>	1112211225441517	Cheque Book Request	Engy Ahmed	22-11-2022 10:58:46	Ready for Authorization

Payment Pre-confirmation > Scroll down > Enter **Token PIN** > click on **Authorize**

Payment Pre-Confirmation

smartPASS Token*

Close Authorize